



***GMS***

**LEA Security Coordinator  
Instructions**

***Version 1.0***

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**[www.mtwolutions.com](http://www.mtwolutions.com)**



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## GMS LEA Security Coordinator Instructions

### Revision History

Version	Status	Date	By	Summary of Changes
1.0	Updated	04/04/07	SM/dt	Updated for OPI E-Grants project

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## GMS LEA Security Coordinator Instructions

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## GMS LEA Security Coordinator Instructions

# Role – E-Grants Security Coordinator – LEA / Legal Entity

## Establishing the LEA E-Grants Security Role

Each Legal Entity (LE) Authorized Representative / Superintendent will designate an individual to perform the E-Grants Security Coordinator role for the Local Education Agency (LEA) or LE. This individual will be the central point of contact for all security related E-Grants communications between the State Education Agency (OPI) and the LEA / Legal Entity and will have the responsibilities detailed below.

The LEA E-Grants Security Coordinator role and their E-Grants User ID must be established before they can perform the E-Grants security functions for the LEA E-Grants users. This is accomplished by completion of the *LEA E-Grants Security Form* and submittal to the OPI Security Administrator requesting that the designated individual User ID be established and the person be given proper access to function as the LEA's E-Grants Security Coordinator. Once that has been completed, the LEA E-Grants Security Coordinator will perform the tasks defined below.

## Responsibilities and Tasks

The LEA E-Grants Security Coordinators are responsible for requesting that User IDs be assigned for their local E-Grants users and for granting them access through the proper group memberships within the E-Grants Security System. A key responsibility is completing the User ID security request forms and obtaining the proper signature(s) authorizing an individual's access to one of the E-Grants Applications or to remove a user from the E-Grants system. There are two request forms that the LEA E-Grants Security Coordinator will use to complete the setup of a user within the E-Grants Security System:

- The *OPI E-Grants Security Request Form* that is submitted to the OPI Security Administrator to establish a new User ID, to request E-Grants access for an existing ID and to deactivate a User ID for an LEA E-Grants user. The OPI Security Administrator is identified along with their contact information on the instructions at the top of the *Security Request Form*.
- The *OPI Security Form for E-Grants Application Roles* that provides the LEA E-Grants Security Coordinator with the documented authorization for an individual to be given access to E-Grants in a particular role for a specific application.



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## GMS LEA Security Coordinator Instructions

When an individual needs to be granted access to one or more of the E-Grants applications the LEA E-Grants Security Coordinator will follow these steps:

1. Complete all information on the necessary Security Form(s) and obtain the required signatures(s). Send the *OPI E-Grants Security Request* form(s) to OPI Security Administrator per instructions on the form.
2. Logon to the E-Grants system and add the User ID(s) to the appropriate and authorized Group(s) within the E-Grants MTW Security System.
3. Notify the new user(s) that the request is complete and that they now have access to E-Grants application(s).

These steps are described in detail below.

### ***Step 1 – Complete Security Forms and Obtain Signatures***

1. Complete an *OPI Security Request Form* for each individual being authorized for access to the E-Grants system at your LEA. Obtain proper signature(s) and submit the form to the OPI Security Administrator to have a User ID created per the instructions on the form. Some lead-time will be required for the OPI Security Administrator to complete this task.
2. Proceed with completing the *OPI Security Form for E-Grants Application Roles* including the individuals that you have requested a User ID for above. Obtain proper signature(s). This completed and signed form DOES NOT get sent to OPI. It will need to be maintained locally as the formal record of an individual's authority to perform tasks within E-Grants on behalf of your LEA / LE.

### ***Step 2 – Logon to E-Grants and go to the Security Administration Tool***

1. Logon to the E-Grants system using an established User ID / Password at the appropriate URL:

<https://egrants.opi.mt.gov/opigmsweb/logon.aspx>

2. A menu screen containing a link to the MTW Security System will appear. Click the link to go to the MTW Security System administrative Web pages.



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## GMS LEA Security Coordinator Instructions

# OPI E-Grants System

[OPI Home](#)  
[Sign Out](#)  
[Instructions](#)

Menu List

You have been granted access to the forms below by your Security Administrator

Administrative

[Administrative Web Pages](#)

[Allocation Tool](#)

[MTW Security System](#)

[Formula Grant](#)

[ESEA / NCLB Consolidated](#)

If the form you need is not listed, contact your Security Coordinator :

OPI - Office of Public Instruction - Layne Cope at - -  
OPI - Office of Public Instruction - Mary Graff at - -  
OPI - Office of Public Instruction - Byron Molyneaux at - -  
OPI - Office of Public Instruction - Bob Morris at - -  
OPI - Office of Public Instruction - Briana Rojas at 406-444-0087

user ID: cp3019

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In-State Toll-Free 1-888-231-9393, Local (406) 444-3095

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## GMS LEA Security Coordinator Instructions

3. The first page you see in the MTW Security System is the **List Users** page. This Web page allows you to review the User IDs that have already been established for a LEA / LE within the E-Grants Security System. Only your LEA / LE will appear in the "Select Org" drop down list and the User IDs that already exist within your LEA / LE will be displayed. See screen shot below.

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[Logoff/Signout](#)  
[Help](#)

List Users   Group Org   User   User

**List Users**

Select Org: Arlee H S

Org is not selectable and will display your LEA / LE name.

☒ Show Inactive

	Name	Userid	Begin Date	End Date
<input type="radio"/>	Bus Mgr, Arlee H S	ArleeHSBusMgr	1/29/2007	12/31/2999
<input type="radio"/>	DE, Arlee H S	ArleeHSDE	9/11/2006	12/31/2999
<input type="radio"/>	FinDE, Arlee H S	ArleeHSFinDE	1/29/2007	12/31/2999
<input type="radio"/>	Rep, Arlee H S	ArleeHSRep	8/13/2006	12/31/2999

User's Groups

Userid: ArleeHSRep



## GMS LEA Security Coordinator Instructions

- (Optional Step) To review a user's current Group memberships, click the **User's Groups** button below the list of users.

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[Logoff/Signout](#)  
[Help](#)

List Users   Group Org User

List Users

Select Org: Arlee H S

☒ Show Inactive

	Name	Userid	Begin Date	End Date
<input checked="" type="radio"/>	Bus Mgr, Arlee H S	ArleeHSBusMgr	1/29/2007	12/31/2999
<input type="radio"/>	DE, Arlee H S	ArleeHSDE	9/11/2006	12/31/2999
<input type="radio"/>	FinDE, Arlee H S	ArleeHSFinDE	1/29/2007	12/31/2999
<input type="radio"/>	Rep, Arlee H S	ArleeHSRep	8/13/2006	12/31/2999

User's Groups

Application Name	Group	Begin Date
ESEA / NCLB Consolidated	LEA Auth Rep	7/27/2006
ESEA / NCLB Consolidated	LEA Business Mgr	1/23/2007

Usend: ArleeHSRep



## GMS LEA Security Coordinator Instructions

### Step 3 – Add the user(s) to the appropriate Application and Group

1. Select the Group Org User tab.
2. Select the targeted Application from the Application/System drop-down list. (ESEA / NCLB Consolidated in the example below). This results in the Group drop-down list being populated with the appropriate Groups for that Application.
3. Select the Group that the user has been authorized for on the *LEA Security Form for E-Grants Application Role* in the Group drop-down list. Select the user in the Available Org Users list and click the Associate button.
4. Select the user from the Available Org Users list.
5. Click the **Associate** button to add the user to the Assigned Org Users list. Click the **All->** button to add all of the Available Users to the Assigned Org Users list.

The screenshot displays the MTW Solutions Grant Management System interface. At the top, there are logos for MTW Solutions and the Montana Office of Public Instruction. A navigation bar includes tabs for 'List Users', 'Group Org User' (selected), and 'User'. Below the navigation bar, there are three main sections: 'Application/System', 'Web', and 'Group'. The 'Application/System' dropdown is set to 'ESEA / NCLB Consolidated'. The 'Web' dropdown is set to 'Web'. The 'Group' dropdown is set to 'LEA Data Entry'. Below these dropdowns, there are two main panels: 'Available Org Users' and 'Assigned Org Users'. The 'Available Org Users' panel has a 'Filter by' dropdown set to '00-024-0475-00' and a list of users: 'Bus Mgr, Arlee H S: 00-024-0475-00 Arlee H S', 'FinDE, Arlee H S: 00-024-0475-00 Arlee H S', and 'Rep, Arlee H S: 00-024-0475-00 Arlee H S'. The 'Assigned Org Users' panel has a 'Filter by' dropdown set to '00-024-0475-00' and a list of users: 'DE, Arlee H S: 00-024-0475-00 Arlee H S'. Between the two panels are buttons: 'All->', 'Associate->', '<-Disassociate', and '<-All'. At the bottom, there is a 'Group Org User' section with 'Begin Date' set to '4/4/2007' and 'End Date' set to '12/31/2999', and a 'Save' button. The user ID 'ArleeHSRep' is displayed at the bottom left.

Logoff/Signout  
Help

Group Org User:

Begin Date: 4/4/2007  
End Date: 12/31/2999  
Save

Usend: ArleeHSRep



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## GMS LEA Security Coordinator Instructions

### ***Step 4 – Notify the user of completion of the set up process***

The LEA E-Grants Security Coordinator's tasks are now complete for setting up the user. The final step is to notify the requestor that it is complete. Notify the new Security Coordinator or other staff, as applicable.



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